

# SCHOOL NUTRITION PROGRAMS

## ADMINISTRATIVE UPDATE

2012-13



[opi.mt.gov](http://opi.mt.gov)

Montana  
**Office of Public Instruction**  
Denise Juneau, State Superintendent

**Office of Public Instruction  
School Nutrition Programs  
Staff Directory**

**Telephone Numbers**

School Nutrition Programs	General Information	(406) 444-2501
Christine Emerson	Director	(406) 444-2502
Sofia Janik	Program Officer/Accountant	(406) 444-2521
Judy Wilson	Food Distribution Coordinator	(406) 444-4415
Kenadine Johnson	Cooperative Bid Coordinator	(406) 444-4412
Emily Dunklee	Program Specialist	(406) 444-2501
Teresa Motlas	Program Specialist	(406) 444-3532
Alison Wolf	Administrative Assistant	(406) 444-4413
Clay Hickman	Administrative Assistant	(406) 444-2501
Katie Bark	Team Nutrition Education Specialist	(406) 994-5641
Amy Guza	Team Nutrition Trainer	(406) 994-5641
Aubrey Durfey	Farm to School Coordinator	(406) 994-5640
Molly Stenberg	Team Nutrition Trainer	(406) 994-7217
Mary Ann Harris	Administrative Assistant	(406) 994-5397

**Fax Numbers**

School Nutrition Programs	(406) 444-2955
Team Nutrition	(406) 994-7300

**E-Mail Addresses**

Christine Emerson	<a href="mailto:cemerson@mt.gov">cemerson@mt.gov</a>
Sofia Janik	<a href="mailto:sjanik@mt.gov">sjanik@mt.gov</a>
Judy Wilson	<a href="mailto:juwilson@mt.gov">juwilson@mt.gov</a>
Kenadine Johnson	<a href="mailto:kennie@mt.gov">kennie@mt.gov</a>
Emily Dunklee	<a href="mailto:edunklee@mt.gov">edunklee@mt.gov</a>
Teresa Motlas	<a href="mailto:tmotlas@mt.gov">tmotlas@mt.gov</a>
Alison Wolf	<a href="mailto:aliew@mt.gov">aliew@mt.gov</a>
Clay Hickman	<a href="mailto:chickman@mt.gov">chickman@mt.gov</a>
Katie Bark	<a href="mailto:kbark@mt.gov">kbark@mt.gov</a>
Amy Guza	<a href="mailto:amyguza@yahoo.com">amyguza@yahoo.com</a>
Aubree Durfey	<a href="mailto:aubree.durfey@montana.edu">aubree.durfey@montana.edu</a>
Molly Stenberg	<a href="mailto:stenberg@montana.edu">stenberg@montana.edu</a>
Mary Ann Harris	<a href="mailto:maryann.harris@montana.edu">maryann.harris@montana.edu</a>

**Mailing Addresses**

School Nutrition Programs	Office of Public Instruction School Nutrition Programs PO Box 202501 Helena, MT 59620-2501
Team Nutrition	Team Nutrition Program Montana State University PO Box 173370 Bozeman, MT 59717-3370

## 2012-13 REQUIREMENTS CHECK SHEET

		Date Completed
Update Sponsor and Site Information Sheet(s)	Complete by September 30, 2012 <i>Submit to School Nutrition Programs</i>	_____
Public Release	Date Release Sent to Newspaper	_____
Two Sanitation Inspections	First Inspection Completed	_____
	Second Inspection Completed	_____
1st Afterschool Snack Program Review	Complete by October 31, 2012 <i>Retain in your files</i>	_____
Annual Civil Rights Training	Date Training Completed <i>Retain documentation in your files</i>	_____
	<i>Training at: <a href="http://www.opi.mt.gov/pdf/schoolfood/Forms/CR/CRTraining.pdf">http://www.opi.mt.gov/pdf/schoolfood/Forms/CR/CRTraining.pdf</a></i>	
Verification of Free and Reduced-Price School Meal Applications	Complete by November 15, 2012 <i>Retain in your files</i>	_____
Summary of Verification Sheet	Complete and submit to OPI by November 15, 2012 <i>Submit to School Nutrition Programs</i>	_____
On-Site Review of Meal Counting and Claiming Procedures	Complete by February 1, 2013 <i>Retain in your files</i>	_____
2nd Afterschool Snack Program Review (Complete on same form as 1 <sup>st</sup> review)	Complete by February 1, 2013 <i>Retain in your files</i>	_____

*Reminder:* Claims for Reimbursement are due on the 10<sup>th</sup> of each month except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).

For more information about any of these requirements, go to <http://www.opi.mt.gov/schoolfood/index.html> and look under Forms and Guidelines.

**REQUEST FOR INSPECTION  
NOTICE TO COUNTY SANITARIANS**

**[Date]**

To the **[Your County]** Health Department,

**[Name of School Food Authority]** would like to notify your office that its sites **[Names of all sites that need to be inspected]** are participating in the U.S. Department of Agriculture's School Nutrition Programs. As a participant in the School Nutrition Programs, these sites are required to have two sanitation inspections each school year, per the Child Nutrition Reauthorization Act of 2004.

**[Name of School Food Authority]** would like to request the required sanitation inspections at your convenience. Please contact me if you have questions. Thank you for your time and attention to this matter.

---

**[Contact Person]**

**[Address]**

**[Telephone]**

## AFTERSCHOOL SNACK PROGRAM REVIEW

Complete and retain in district files

School Food Authority: \_\_\_\_\_ Site: \_\_\_\_\_

Date completed: \_\_\_\_\_ Check One: \_\_\_\_ First review \_\_\_\_ Second review \_\_\_\_

Program Requirements	Yes	No
1. Does the after school program provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities?		
2. Are snacks served only after the end of the students' regular school day?		
3. Does the district administer or sponsor the after school program?		
4. Is documentation of individual student attendance maintained on a daily basis? (total counts for area eligible sites; counts by type – free, reduced-price, and full price for non-area eligible sites)		
5. Is a maximum of one snack per student per day claimed for reimbursement?		
6. Do the snacks that are served meet the minimum meal pattern requirements?		
7. Are daily production records maintained and show that a reimbursable snack is served each day?		
8. Is the snack priced as a unit?		
9. Are snacks served free or at a reduced-price for all students who are determined to be eligible for free or reduced-price snacks at a non-area eligible site?		
10. If charging for snacks, the charge for a reduced-price snack does not exceed 15 cents?		
11. Are snacks provided free to all eligible students at an area-eligible site?		
12. Are snacks served at the correct temperature according to food safety practices?		

Results of Review	Yes	No
1. Is a corrective action plan required?		
2. Is a follow-up review required?		

Suggested Corrective Action (follow-up in 45 days)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Civil Rights Training Requirement for School Nutrition Programs Staff**

The SFAs administering the School Nutrition Programs are required to provide civil rights training for all frontline staff and supervisors who deal directly with School Nutrition Program applicants and participants. Examples include cooks, servers, lunchroom supervisors, clerks and administrators. Districts must train frontline staff at least one time per year and keep documentation (training topics, date of training, name of attendees) on file at the local level.

At a minimum, the training must include: collection and use of data (racial/ethnic data), an effective public notification system, provision for equal access to the programs, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

School Nutrition Programs has created a presentation that SFAs may use to meet these requirements. The training can be found at [www.opi.mt.gov/schoolfood/index.html](http://www.opi.mt.gov/schoolfood/index.html) (click on Forms and Guidelines and look under Civil Rights and Special Needs). There is also a form in this same location that may be used to document training and a certificate that may be given to attendees.

If you have questions, please contact School Nutrition Programs at (406) 444-2501.

**ON-SITE REVIEW CHECKLIST**  
**ASSESSMENT OF THE MEAL COUNTING AND CLAIMING SYSTEM**

According to 7 CFR 210.8(a)(1), every school year, **prior to February 1**, each School Food Authority (SFA) with more than one school (as defined 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting or claiming procedures, the SFA must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

**School Name:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

**SFA Reviewer:** \_\_\_\_\_

The following questions are recommended at a minimum to complete the on-site review requirement:

**YES   NO**

- ☐ ☐ 1. Is the method used for counting reimbursable meals in compliance with the approved *point of service* requirement? (Meal counts must be taken at the location where complete meals are served to children.)
- ☐ ☐ 2. Is the *point of service* meal count used to determine the school's claim for reimbursement?
- ☐ ☐ 3. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?
- ☐ ☐ 4. Is the school correctly implementing policies for handling the following (as applicable):

**Yes   No   N/A**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete meals?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Second meals?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Visiting student meals?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Adult and non-student meals (and identifying program vs. non-program)?    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A la carte?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Student worker meals?   |

- ☐ ☐ ☐ Field Trips?
- ☐ ☐ ☐ Charged and/or prepaid meals?
- ☐ ☐ ☐ Offer vs. Serve?

- ☐ ☐ 5. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?
- ☐ ☐ 6. Is someone trained as a backup for the monitor and the meal counter?
- ☐ ☐ 7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available and do staff know when and how to implement it?
- ☐ ☐ 8. Are daily counts correctly totaled and recorded?
- ☐ ☐ 9. If claims are aggregated, are the meal counts correctly totaled and consolidated?
- ☐ ☐ 10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made? Record today's meal counts by category and compare to the number of students eligible by category.

<u>Number of Students Approved by Category</u>	<u>Today's Meal Counts by Category</u>
Free:	Free:
Reduced price:	Reduced price:
Paid:	Paid:

- ☐ ☐ 11. Does the system prevent overt identification of children receiving free or reduced price meals?

**NOTE: The following two questions are for all SFAs except for SFAs on Provision 2 OR 3 in non-base years or RCCIs with only residential children:**

**YES NO**

- ☐ ☐ 12. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals **by category** (free, reduced price, paid)?
- ☐ ☐ 13. If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented which compare the daily counts of free, reduced price and paid lunches against the product of the number of children currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor (and any discrepancies accounted for)?



**Corrective Action Plan** (for above “NO” answers):

**Specify Date Corrective Action(s) will be Implemented:**\_\_\_\_\_

**By Whom:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**School Representative                  Title                  Date**

SFA Reviewer	Title	Date
--------------	-------	------

**Follow-up Visit (must be conducted within 45 days if corrective action was required):**

Observations of corrective action implementation:

**Signature:** \_\_\_\_\_

**School Representative**      **Title**      **Date**

SFA Reviewer	Title	Date
--------------	-------	------

# Summary of Verification – Free and Reduced-Price School Meal Applications

The verification process must be completed and returned to School Nutrition Programs by **November 15, 2012**

Please see Verification Instructions for further details

School District \_\_\_\_\_

Agreement Number \_\_\_\_\_ - \_\_\_\_\_

Number of Sites Operating the Lunch Program \_\_\_\_\_

Enrollment \_\_\_\_\_

Check One      Public School \_\_\_\_\_      Private School \_\_\_\_\_      RCCI with day students \_\_\_\_\_

## Eligibility Information as of October 1, 2012

<i>Report the number of <u>applications</u> and <u>students</u> approved for each eligible category</i>	# Students	# Applications
1. Total Free Eligible Students (1.a. + 1.b. + 1.c.)		
a. Students approved as Free Eligible who are <u>not</u> subject to verification such as <b>directly certified students</b> from <i>SNAP/Food Stamp reports</i> , homeless, migrant, runaway or administrative		
b. Number approved as <b>Free Categorically Eligible</b> based <u>only</u> on <b>case number</b> submitted on <b>application or DPHHS letters</b> (SNAP, TANF, FDPIR or Foster Care). <i>Do not</i> include directly certified students found on SNAP report		
c. Number approved as Free Eligible based on income/household size information submitted on an application		
2. Total Reduced-Price Eligible		
3. Total <u>applications</u> eligible for verification: ( <b>1.b + 1.c. + 2</b> ) =		

**Type of Verification Sampling:** LEAs with less than 80% response rate during the previous year **must use** error-prone; LEAs with greater than 80% response rate during the previous year **may use** random or focused.

- ☐ **Random:** Use the number of applications in #3 above: \_\_\_\_\_ x 0.03 = \_\_\_\_\_ (round all decimals up). Select applications randomly.
- ☐ **Error Prone:** Use the number of applications in #3 above \_\_\_\_\_ x 0.03 = \_\_\_\_\_ (round all decimals up). Select from error-prone applications (those within \$100/month of the income eligibility guidelines).
- ☐ **Focused:** For applications based on income, add numbers 1c and 2 above \_\_\_\_\_ x 0.01 = \_\_\_\_\_. Select from applications within \$100/month of the income eligibility guidelines. For applications based on case numbers, use the number in 1b above \_\_\_\_\_ x 0.005 = \_\_\_\_\_. Select from applications with case numbers.
- ☐ **None:** Your Local Educational Agency (LEA) is exempt from verification.

## Household Results of Applications Verified

<i>Report the number of <u>applications</u> and <u>students</u> verified by category type. Do not verify students listed in 1a.</i>		Free Categorically Eligible based on SNAP, TANF, or FDPIR case number	Free Eligible based on income	Reduced-Price Eligible
4. Responded and No Change	# Applications			
	# Students			
5. Responded and Changed to Free	# Applications			
	# Students			
6. Responded and Changed to Reduced	# Applications			
	# Students			
7. Responded and Changed to Paid	# Applications			
	# Students			
8. Did Not Respond, Changed to Paid	# Applications			
	# Students			

Signature of School District Official \_\_\_\_\_

Date Completed (by November 15) \_\_\_\_\_

